

DRAFT
Brandon Planning Commission
January 20, 2015

Planning Commission Members Present: Linda Stewart, Anne Bransfield, Jeff Guevin, Marty Feldman, Tracy Wyman

Others Present: Dave Atherton, Carol Bertrand

Call to Order:

Jeff Guevin called the meeting to order at 7:00PM.

Approval of Agenda:

A motion was made by Anne Bransfield and seconded by Jeff Guevin to approve the agenda, as amended. **The motion passed unanimously.**

Addition of Orton Foundation's Community Heart & Soul program presentation by Carol Bertrand.

Orton Foundation – Community Heart & Soul Program - Carol Bertrand:

Carol Bertrand, Director of Finance and Human Resources for Orton Family Foundation, was present to provide information on the Foundation's Community Heart and Soul program. The process is meant to put more decisions about the community back to the majority of the citizens. It requires more outreach and reaches more people in the community. Ms. Bertrand recommended the Planning Commission view the Foundation's website for more information. She advised that Essex Junction was one of the communities the Foundation has worked with to better integrate the services for Essex Junction and the Town of Essex. The Foundation can assist towns in applying for funding to implement the process. To do a major version of the process would require a project coordinator. A town can still adopt the philosophy and integrate the philosophy into a Town Plan to make sure the decisions that they have made are followed through. One thing that can be done is to find out Brandon's readiness and determine if there is interest in the town. Ms. Bertrand stated the Select Board was interested in the concept and noted the program does need local government support. Jeff Guevin stated the Planning Commission has adopted the general theory, but as far as readiness, there is a lack of momentum. Carol Bertrand stated the guide will provide information on different types of outreaches. Ms. Bertrand stated all of the communities they have worked with have had a population of less than 50,000. There has been work done in several towns in Maine and they will be working in Ohio with a county that has 11 towns in an effort to educate a person in the county who will ultimately teach the surrounding towns on the program. Linda Stewart stated it appears the concept is similar to what the Planning Commission is doing with the communications on the Town Plan update. Ms. Bertrand advised that the Foundation's staff is being trained on the program. Linda Stewart suggested Ms. Bertrand contact the Brandon Main Street Group to also discuss the program. Jeff Guevin reported there will be a town-wide collaborative meeting on February 24th that will include the Select Board, Chamber of Commerce, Planning Commission, Economic Development and the Main Street Group. Ms. Bertrand also advised there are people from communities that the Foundation has worked with who attend events to speak about the program. Mr. Guevin stated a representative would be welcome to attend this meeting to begin a conversation about the program. Ms. Bertrand suggested there be a conversation at the meeting about forming a core team to assess community readiness. Marty Feldman stated the group meeting would be a good venue to initiate the discussion of this program and it would be helpful to have an advocate from the Foundation

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present. Ms. Bertrand reiterated it is important to have the support of the local government in favor of the program. Ms. Bertrand stated she will help with the process. Jeff Guevin asked Ms. Bertrand request a representative to attend the February 24th meeting. Ms. Bertrand will confirm with Mr. Guevin if this is possible.

Approval of Minutes:

. January 5, 2015 Planning Commission Meeting Minutes

A motion was made by Linda Stewart and seconded by Anne Bransfield to approve the minutes of the January 5th meeting. **The motion passed unanimously.**

Old Business:

Jeff Guevin stated the Town Wide Work Session meeting is scheduled for February 24th at the Town Hall. Mr. Guevin met with the Select Board to discuss the Zoning Administrator position. For budgetary reasons the position will be combined with the Health Officer and Code Inspection positions as previously discussed. Mr. Guevin expressed the Planning Commission's concern about the hiring process. The Select Board would like to move forward with creating the position and asked for the Planning Commission's approval to appoint Anna Scheck to the position.

Linda Stewart expressed concern that all members of the Planning Commission were not present at the Select Board meeting, as the agenda had not indicated there would be a discussion with the Planning Commission. Dave Atherton noted all members of the Planning Commission were invited to attend the executive session to discuss the Zoning Administrator position. It was noted the Planning Commission was in agreement with Anna Scheck filling the Zoning Administrator position. Dave Atherton advised that Ms. Scheck has previously done code enforcement and zoning and Select Board thought that combining the two positions would make sense because many times instances involve both zoning and code enforcement.

A motion was made by Linda Stewart and seconded by Jeff Guevin to recommend the appointment of Anna Scheck to the newly created Zoning Administrator position. **The motion passed.**

Jeff Guevin distributed a property rights statement for inclusion in the Town Plan update for the Planning Commission members' review. The statement will outline how zoning affects property rights. Dave Atherton requested Mr. Guevin provide him a copy of the property rights statement.

A motion was made by Anne Bransfield and seconded by Linda Stewart to include the property rights statement in the Town Plan. **The motion passed unanimously.**

The Select Board approved and signed the contract for the Rutland Region Planning Commission (RRPC) and Mr. Guevin forwarded the signed contract to Ed Bove. The RRPC will be doing mostly mapping and a census update.

Anne Bransfield reported she has been communicating with Laura Keir about the Vermont Economic Resiliency Initiative that is schedule for Monday, April 6th at the Brandon Town Hall. Ms. Bransfield questioned if the Planning Commission would want to meet prior to this event and it was the consensus of the Planning Commission to hold their regular meeting at 6PM at the Town Hall.

Anne Bransfield stated Steven Perkins, Director of Development for the Echo Center, has advised there will be a Resiliency Summit held March 19th through the 21st. Mr. Perkins advised they will support 10 people to attend the Summit. A recommendation was made to provide information on the Summit to Dave Atherton, Bernie Carr, Bill Moore and Jeff. Stewart.

New Business:

Jeff Guevin has talked with Chrispin White of Castleton State College concerning the possibility of proposing to professors a research on how zoning affects property values/property taxes for two student volunteers to do.

Other Business as Needed:

Linda Stewart questioned whether the Planning Commission is able to use the services of Robert Black. Jeff Guevin will follow-up with Mr. Black regarding his facilitation services.

There was a discussion of doing a natural resource event and Mr. Guevin will contact Jim Donovan regarding this effort.

Anne Bransfield contacted Tina Wiles to discuss the Safe Routes to Schools program. Ms. Bransfield will be in contact with the Safe Routes program to talk about the healthy community goals that she will be working on inserting into the Town Plan.

It was noted that Ed Bove will be attending the February 2nd meeting to discuss the Rutland Region Planning Commission's work on the Town Plan.

Executive Session – 1V.S.A. 313 (If Required):

There was no executive session required.

Next Meetings:

Monday February 2nd
Monday, February 16th

Adjournment:

A motion was made by Linda Stewart and seconded by Anne Bransfield to adjourn the Planning Commission meeting at 8:01PM. **The motion passed unanimously.**

Respectfully Submitted,

Charlene Bryant
Recording Secretary